



## Forsyth County Public Library Board of Trustees Minutes from September 18, 2017 Meeting

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 18, 2017. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. (Mr. Plotner arrived at 5:45 p.m.). Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, Bobby Williams, and other staff members. Isabel Hughes with the *Forsyth County News* was also present.

### I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 5:30 p.m.

### II. Adoption of Agenda

There was a motion by Kristin Morrissey and a second by Bob Keller to adopt the Agenda as amended:

- Add Item #14 – Library Board’s Fiscal Year 2018 Schedule of Meetings.

Motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

### III. Announcements

There were no announcements.

### IV. Adoption of Minutes

There was a motion by Bob Keller and a second by Kristin Morrissey to adopt the minutes of the July 17, 2017 Library Board meeting. Motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

### V. Items Discussed

#### 1. Artwork for the Sharon Forks Library

The Board conducted a telephone interview at 5:40 p.m. with artist Tammy Wofsey regarding her proposal to create artwork for the Sharon Forks Library. The Board then tabled this topic until 6:30 p.m. for another interview.

**2. Election of Officers for Library Board of Trustees**

There was a motion by Kristin Morrissey and a second by Jean Bowline to elect the following Officers for Forsyth County Public Library Board of Trustees from September 18, 2017 to September 17, 2018:

- Chairman – Mary Helen McGruder
- Vice-Chairman – Tim Plotner
- Secretary/Treasurer – Kristin Morrissey

Motion carried unanimously, with all Board members present.

**3. Security Camera Policy**

There was a motion by Tim Plotner and a second by Bob Keller to approve the proposed new Security Camera Policy, effective September 25, 2017. Motion carried unanimously, with all Board members present.

**4. Patron Behavior Policy**

There was a motion by Jean Bowline and a second by Kristin Morrissey to approve the revised Patron Behavior Policy, effective September 25, 2017. Motion carried unanimously, with all Board members present.

**5. Demonstration of automated materials handling system at Cumming Library**

Assistant Director for IT Holly Barfield and Cumming branch manager Denise Leeson gave the Board a demonstration of the newly installed automated materials handling system in the Cumming Library workroom.

**6. Automated materials handling systems for the Sharon Forks Library**

There was a motion by Bob Keller and a second by Jean Bowline to approve the purchase of two Flex AMHs with Bulk Separator from Bibliotheca at a purchase price of \$291,405.08 as a sole source purchase. Motion carried unanimously, with all Board members present.

There was a motion by Bob Keller and a second by Tim Plotner to approve the Removal of Asset #FY1413, the current automated materials handling system at the Sharon Forks Library, and trade it in to Bibliotheca for Flex AMHs with Bulk Separator. The current book value is \$48,892 and trade-in amount is \$60,970. Motion carried unanimously, with all Board members present.

**1. Artwork for the Sharon Forks Library**

At 6:30 p.m. the Board conducted a telephone interview with artist Jose Perez regarding his proposal to create artwork for the Sharon Forks Library. The Board then tabled this topic until after Agenda Item #14.

**7. Strategic Plan update – Implementation Plan**

Steve Kight presented the Implementation Plan developed by library staff to reach the goals of the Library's Strategic Plan.

**8. Library North Impact Fees and County's Short Term Work Program (STWP)**

There was a motion by Mary Helen McGruder and a second by Bob Keller to ratify the *Schedule of Improvements – STWP Addendum 2016–2021* document as submitted by library staff. Motion carried unanimously, with all Board members present.

**9. Proposed Fiscal Year 2018 Budget Adjustments**

There was a motion by Tim Plotner and a second by Bob Keller to make the following adjustments to the Fiscal Year 2018 budget:

- Increase County revenues and Materials expenses by \$75,000 to reflect the use of Impact Fees for materials for the Hampton Park Library.
- Increase County revenues and Operations expenses by \$11,898.55 to reflect the use of Impact Fees for information technology equipment for the Hampton Park Library.
- Increase Operations revenues and expenses by \$5,000 to reflect a grant from the Forsyth County Arts Alliance Fund at the Forsyth County Community Foundation for Forsyth Reads Together.

Motion carried unanimously, with all Board members present.

**10. Proposed Construction Budget Adjustments**

There was a motion by Tim Plotner and a second by Jean Bowline to make the following adjustments to the Sharon Forks Construction Project Budget:

- Increase Other revenues and Equipment expenses by \$5,000 to reflect a grant from the Forsyth County Arts Alliance Fund at the Forsyth County Community Foundation for artwork for the Sharon Forks Library.
- Increase Other revenues by \$8,464.06, Equipment expenses by \$5,000, and Other Contingency by \$3,464.06 to reflect the use of interest from the Capital Projects fund.

Motion carried unanimously, with all Board members present.

**11. Financial reports**

Anna Lyle presented the FY2018 financial report for the period ending July 31, 2017 and the capital projects financial reports for the period ending September 14, 2017.

**12. Sharon Forks Library construction project report**

Bobby Williams gave the Board an update on the progress of the construction project at the Sharon Forks Library.

**13. Public Services activities reports**

Steve Kight presented the report on Public Services activities for July/August 2017.

**14. Library Board's Fiscal Year 2018 Schedule of Meetings**

There was a motion by Mary Helen McGruder and a second by Bob Keller to revise the Fiscal Year 2018 Library Board Schedule of Meetings to reflect a change in the November meeting date from November 20, 2017 to November 13, 2017. Motion carried unanimously, with all Board members present.

**1. Artwork for the Sharon Forks Library**

There was a motion by Kristin Morrissey and a second by Jean Bowline to select artist Tammy Wofsey to create artwork for the Sharon Forks Library at a cost of \$7,350. Motion carried unanimously, with all Board members present.

**VI. General Discussion (if needed)**

No action was taken.

**VII. Executive Session (if needed)**

There was a motion by Tim Plotner and a second by Jean Bowline to enter into executive session for the purpose of discussing land acquisition for a branch library. Motion carried unanimously, with all Board members present.

There was a motion by Kristin Morrissey and a second by Tim Plotner to close the executive session and return to open session. Motion carried unanimously, with all Board members present.

**VIII. Adjournment**

There was a motion by Tim Plotner and a second by Mary Helen McGruder to adjourn the meeting at 8:15 p.m. Motion carried unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, November 13, 2017 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.